

## Section 6.12 Direct Deposit

All employees hired after February 28, 2001, shall be paid only via direct deposit into a bank account. Employees shall have thirty (30) days from the date of hire to submit appropriate information to the Finance Department for the processing of direct deposit pay.

## Section 7. Filling of Vacancies

### Section 7.1 Filling Vacancies

Except as otherwise provided in this Memorandum of Understanding, whenever the City Manager determines that a vacancy in a class described in Appendix "A" of this Memorandum of Understanding is to be filled it shall be filled from employment lists established as a result of competitive examination.

### Section 7.2 Announcements

All examinations for classes set forth in Appendix A of this Memorandum of Understanding shall be noticed to the collective bargaining unit's representative, Teamsters Local 856 IBT, and in other such manner as the City deems appropriate.

The announcements shall specify the following:

- (a) The title and salary range of the class;
- (b) The nature of the work to be performed;
- (c) Preparation desirable for the performance of the work of the class;
- (d) The dates, time, place, and manner of making applications; and
- (e) Other pertinent information.

### Section 7.3 Application Form

Applications shall be made on forms provided by the Personnel Officer. Such forms shall require information covering training, experience, and other pertinent information. All applications must be signed under penalty of perjury by the person applying.

### Section 7.4 Disqualification of Applicants

The City Manager as personnel officer, or the Manager's designee, may reject any application if:

- (a) The application indicates on its face that the applicant does not possess the minimum qualifications required for the position;

(b) The applicant does not meet the minimum age requirement of the position as of the closing date of the recruitment;

(c) The applicant is neither a citizen of the United States nor possesses the status of a permanent resident alien thereof;

(d) The applicant is physically unfit for the performance of duties of the position applied for;

(e) The applicant is addicted to the habitual excessive use of drugs or intoxicating liquor;

(f) The applicant has been convicted of a crime involving moral turpitude where the conduct constituting the offense is related to or reflects upon the fitness of the applicant to perform the duties of the position;

(g) The applicant has made a false statement of any material fact or has omitted any material fact or has practiced or attempted to practice any deception or fraud in the application.

#### Section 7.5 Permissive Rejection

The City Manager as personnel officer, or the Manager's designee, may reject any application if, in that person or group's judgment, the number of applicants for the position is so great that it would be unmanageable to interview all applicants possessing the minimum qualifications. In such cases, the applicants selected for interview or further consideration may be limited to those who, in the judgment of the City Manager or the Manager's designee, possess the qualifications that best fit the needs of the Department concerned.

This shall not apply to applications for positions being filled by promotional examination.

#### Section 7.6 Notice of Rejection

Whenever an application is rejected, notice of such rejection with a statement of reason may be mailed to the applicant by the City Manager or the Manager's designee. In all promotional examinations, when an application is rejected, notice of such rejection with a statement of reason shall be provided within 10 days to the applicant by the City Manager or the Manager's designee.

#### Section 7.7 Defective Applications

Defective applications may be returned to the applicant with notice to amend the same, at the discretion of the Personnel Officer.

#### Section 8. Examinations